Project Deliverable Report

Internal Deliverable ID3.5 – Intake Procedure

Work package WP3
Task “Task 2: Integrate finalised WP5-8 components.”
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WP/Task responsible WP3
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Abstract (for dissemination) The document describes the procedure which WP3 will follow when an Aspect Work Package offers a component for integration in the TENCompetence system.
Keywords List Intake procedure, integration, components, aspect work package
## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>09-07-2007</td>
<td>Ruud Lemmers</td>
<td>Initial version.</td>
</tr>
<tr>
<td>1.0</td>
<td>10-07-2007</td>
<td>Ruud Lemmers</td>
<td>Processed review comments Hubert Vogten.</td>
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</table>
Introduction

This document describes the procedures and forms that WP3 will use to assess new and updated components that are created by the Aspect work packages. Components will only be added to the integrated system by WP3 after they have successfully passed the intake procedure. The reason for creating a procedure is to assure delivered components are suitable for integration and to introduce a clear working process.

The remainder of this document is split into four sections:
1. Procedure for new components: the steps to take when doing the intake for a new component.
2. Procedure for updated components: the steps to take when doing the intake for a component, of which a previous version has been successfully taken in in the past.
3. Guidelines for checking a component: contains a checklist that can be used when performing the intake for a component.
4. Forms: the forms to use when asking for an intake (Intake Request form) or providing feedback on an intake (the Intake Feedback form).
**Procedure for new components**

1. Place code, packaged component(s) and documentation on the SourceForge repository (https://sourceforge.net/projects/tencompetence).
2. Send a formal request to WP1 for intake of the component, using the *Intake Request form* from the appendix.
3. WP1 asks WP3 to do an intake.
4. WP3 assigns one or more persons to do the intake.
5. The intake result is checked by the WP3 leader. When needed, the intake result is discussed internally in WP3.
6. Intake results are sent to WP1 and the Aspect WP's requester. The result, which is accompanied by a brief explanation, can be "accept", "accept, after revision" or "reject".
7. When the requester disagrees with the result, an appeal can be sent to WP1. The appeal will be handled by the WP3 leader and representatives from WP1 and the aspect WP.

After receiving the request from WP1, WP3 will perform the intake within 3 weeks. Problems with the provided software and/or documentation can extend this period.

Going through the procedure should be smooth and swift most of the times, because WP3 will be co-operating more closely with the aspect work packages after the first release. This co-operation results in early detection of integration problems (thus preventing them to pop up during the intake) and already prepares WP3 for the intakes they will be handling.

**Procedure for updated components**

Not only new components need an intake. Changes to an existing component can introduce new problems. For this reason updated components go through a new intake. When the architecture and functionality haven’t been changed radically, acceptance of updated components will be quick.

When a component is only updated for a bug fix, the intake procedure will not be used. Reporting the bug and an explanation of its fix in Bugzilla suffices.

When a component is updated for functional extensions, performance improvements, etc. the following steps are taken:

1. Provide a list of changes, to describe what has been changed since the last submission.
2. Further steps are the same as for 'Procedure for new components'.
**Guidelines for checking a component**

Before starting the intake, the presence of the following items is checked:

1. Test descriptions and results (unit tests and/or module tests).
2. API documentation.
3. Functional description of the component.
5. Availability of the software.
6. Additional for updated components: change list.

If one of these items is not present or has insufficient quality, the intake is postponed until a reasonable version of all items has been received.

**Checklist**

Does the API documentation describe at least:

1. Used communication protocol(s): RMI, HTTP, CORBA, SOAP, …
2. Method signature: input and output parameters, name of the method
3. Used data format(s): XML, CSV, custom format, …
4. Error codes and explanations
5. Pre conditions (requirements for the state when starting the execution)
6. Post conditions (description of the result and end state when the execution is complete)
7. General description for each method: what it does / what its purpose is.

**Software:**

- Has the software been tested with a real user group?
- Does the component conform to the developer guidelines from deliverable D3.1 – Architecture Design Document (available at http://dspace.ou.nl/handle/1820/882)?
- Are the licenses of the Aspect’s component and its used external libraries / components compatible with the BSD license?
- Have external beta or alpha versions of libraries / components been used?
- If unit tests are present: perform these.
- If module test result are present: check these.
- System test description and results available?
- Is a list of open bugs, including their priorities, available?
- What problems and/or bugs do you encounter when running the software?
- Is the performance of the component acceptable?
- Is the code integratable without the need for the sources?
- Is it clear how the component should / can be integrated (perhaps by a provided integration explanation)?
- Which changes have to be made to existing WP3 code to integrate the code? Normally only minor changes to WP3 code are acceptable. The Aspect WP has to make sure its component fits well into the WP3 structure.
• Items to consider when looking at coding quality:
  o Correct use of Object Oriented programming (e.g. clear separation of concerns, inheritance, interfaces, …)
  o Put all the code in TENC CVS.
  o Proper use of try/catch and managing of Exceptions.
  o Javadoc (or Javadoc like for non-Java software) comments.
  o Inline comments, to explain what code is doing.
  o Java source code conventions (e.g. Eclipse, D3.1).
  o Human readable variable names.
  o Indentation.
  o No dead code.
  o Efficient code (to be judged by an experienced programmer).
  o No hard coded values (for items that might change in the future).
  o Are code comments and documentation available in English?
### Forms

**Intake Request form**

This form is used for the formal request from an Aspect WP to WP1 to intake a component.

<table>
<thead>
<tr>
<th>Aspect WP</th>
<th>5 / 6 / 7 / 8</th>
<th>Request date (dd-mm-yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact details for general questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact details for technical questions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of the software (base URL(s) + description)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location of the documentation (URL(s) + description)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other comments (optional)</td>
<td></td>
<td></td>
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</tbody>
</table>
Intake Feedback form
This form is used by WP3 to report the results of their intake for a component to WP1 and the Aspect WP that built the component.

<table>
<thead>
<tr>
<th>Intake performed by (name(s))</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Intake result</td>
<td>Accept / accept after revision / reject</td>
</tr>
<tr>
<td>Intake completion date</td>
<td></td>
</tr>
<tr>
<td>(dd-mm-yyyy)</td>
<td></td>
</tr>
<tr>
<td>Brief explanation of the result and required revisions</td>
<td></td>
</tr>
<tr>
<td>Intake comments</td>
<td></td>
</tr>
<tr>
<td>(a filled in intake checklist is provided as a separate document)</td>
<td></td>
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</tbody>
</table>